



Preventive Maintenance (PM) Checklist
INSITE Surgery Table
Model: 6844

Work Instruction number: 50603-15 Rev. A

Contact Information:

Date: _____	Model/Serial#: _____	Account #: _____
Hospital Name: _____ City & State: _____		
Contact Name: _____	Position: _____	Phone: _____
Equipment Location: _____		
Service Representative: _____ Service Organization: _____		
Service Rep. phone: _____ Home location: _____		
Customer contact accepting service: _____		
Name please print Signature Date		
Service Representative: _____		
Name please print Signature Date		

Using this report: Please proceed through each step and place an "x" in the "()" as each item representing Pass Fail () () criteria is inspected. If a step has failed, please indicate with an "x" and note the reasons in the comments section. If you resolve the failure, place an "x" in the "Pass" area and indicate the corrective action again in the comments section. If you are unable to perform any Pass/Fail check, please contact Mizuho OSI Technical Services for assistance and circle the check.

Biohazards when servicing equipment: Please take appropriate precautions for servicing potentially biohazard contaminated equipment or working in biohazard surroundings. Wear protective surgical gloves and long sleeved gowns at all times. If your gloves or protective clothing tears, replace immediately. Have the hospital staff clean the equipment appropriately prior to servicing. Clean your tools that may become contaminated with biohazards prior to placing back in your tool kit for removal from the location. If you suspect biohazards are present, do not handle until they have been cleaned.

ESD Precautions: Electro-Static Discharge can damage sensitive electronic printed circuit boards. If you are servicing components that are located near or in contact with PCBs or other sensitive devices, please ground yourself with a proper ESD strap.

(If serviced by an outside service organization, the record must be reviewed, signed, and dated by Technical Services. Refer to last page of this document).



Tools Required:

Normal handtools

Materials Required:

NW0635 Rev B. 6844 – INSITE Surgery Table Owner’s Manual

Pass Fail

1. General Overall Condition

1.1 () () Table base is clean, without signs of hazardous contamination, and is consistent with proper care.

Comments: _____

1.2 () () All labels are intact and legible.

Verify attachment to base cover of **“Warning – Not for Storage” label**. If possible, advise customer of potential table damage if items are stored on this surface.

Comments: _____

2. Power Input Inspection

2.1 () () Power Cord is free of wear, corrosion, and insulation cracks.

Comments: _____

2.2 () () Power Cord has OSI tag (indicating “Hospital Grade”) attached.

Comments: _____

2.3 () () Power Cord Base Receptacle is properly secured and operational.

Comments: _____

2.4 () () ON/OFF Power Switch/Circuit Breaker is properly secured; plastic cover is not torn or pierced.

Comments: _____

3. Basic Controls

3.1 () () Power Switch ON

- a. Connect the Power Cord to AC power source and also to a power receptacle.
- b. Toggle Power Switch to “ON” (located on table-base panel). If illuminated, table is connected to live AC power. If not illuminated, table may still operate on internal battery power (Hand Pendant buttons and lights will be illuminated).
- c. Verify that the Three Circuit Breakers (located on table-base panel) are not tripped.
- d. Verify that the Hand Pendant Battery Status “OK” LED illuminates green.

Comments: _____

3.2 () () Floor Lock ON

- a. Using Control Panel, press and hold “Down to Lock” button until the green “Locked When Lit” light is illuminated.
- b. Verify “Floor Locks” are deployed (all four locking feet make firm contact with the floor).
- c. Repeat the process using the Hand Pendant.

Comments: _____

3.3 () () Floor Lock OFF

- a. Using Control Panel, press and hold “Up to Unlock” button until the amber “Stowed When Lit” light is illuminated.
- b. Verify that Floor Locks are fully retracted. Repeat the process using the Hand Pendant.

Comments: _____

3.4 () () Floor Lock Override

- a. Press and hold the “Floor Lock Override” button (located under the Control Panel).
- b. While holding “Floor Lock Override” button, press and hold any Hand Pendant button for “Height Up/Down”, “Tren /Rev Tren”, and “Lateral Roll Left/Right”.

Comments: _____

3.5 () () Emergency Stop

Press the “Emergency Stop” button. Verify an audible beep sounds from the table and the red LED illuminates and flashes.

- a. To reset, turn the Emergency Stop button in the direction of the arrows until it returns to the original position.

Comments: _____

4. Hand Pendant Control (Press and hold the Floor Lock button until the green light is illuminated)

4.1 () () Verify the following button functions operate on the INSITE Hand Pendant.

- “Height Up/Down” (run to its maximum limits)
- “Trendelenburg / Rev Trendelenburg” (run to its maximum limits)
- “Lateral roll Left / Right” (run to its maximum limits)
- “Return to Level” (run table to max height up, rev tren., and lateral roll right). Press and hold Return to Level button, verify that the table goes back to level (+/-2deg) and to the lowest position.

Comments: _____

5. Battery inspection

5.1 () () Disconnect AC Power Cord from the table. Verify that the Battery Status is green on the Hand Pendant.

- If the battery status is green, **repeat Step 4.1.**
- If “Battery Status” LED is red, STOP - DO NOT CONTINUE. Charge the batteries for minimum three hours. Ensure the table connected to live AC power and toggle the Power Switch to ON.

Comments: _____

6. Telescopic Shrouds / Sheet-metal Covers inspection

6.1 () () Using the Hand Pendant, press and hold the “Height Up” button, raising tabletop to maximum height and toggle Power Switch to OFF.

- Visually inspect all stainless steel sheet-metal covers for damage; verify that they are not bent.

Comments: _____

7. Carbon Fiber / Trapezoidal frame inspection

7.1 () () Verify the following components are free of wear & tear, and damages:

- Carbon Fiber
- T-Handles
- Supine Top Release Bar
- Supine Top Latches

Comments: _____

8. Standard components inspection

8.1 Face Plate

Comments: _____

8.2 Chest Support Plate

Comments: _____

8.3 Chest Pad

Comments: _____

8.4 Leg Board with Pad

Comments: _____

8.5 Articulating Armboard with Pad

Comments: _____

8.6 Contoured Hip Pad, Left

Comments: _____

8.7 Contoured Hip Pad, Right

Comments: _____

8.8 Supine Top with Pad

Comments: _____



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Technical Services Department
Phone: 800-777-4674 PST Fax: 510-429-8324

This section is reserved for Technical Services use only.

Reviewed: _____ Signature: _____ Date: _____